

WooCommerce Request a Quote Plugin - Ask for Quotation

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1 Installation Guide

This is a quick guide on installation, and updating.

1.1 Plugin Installation

To install WooCommerce Product plugin you must have a working and latest version of WordPress and WooCommerce plugin already installed. For information on installing the WordPress, please see the [WordPress Codex - Installing WordPress](#). For installing the WooCommerce and configure the shop please visit the following link [WooThemes - Installing WooCommerce](#).

- Now the next step is the **WooCommerce Request a Quote Plugin - Ask for Quotation**. In the full .ZIP archive you have downloaded from Codecanyon.net. This file is the installable .ZIP archive you can install via WordPress.

Now is time to install **WooCommerce Request a Quote Plugin - Ask for Quotation**, please read these steps carefully.

Installing from WordPress

Follow the steps bellow to install from WordPress Admin Dashboard

- Navigate to Plugins
- Click Install Plugins and click Add New
- Click the Upload Plugin button
- Navigate the .ZIP on your computer and click Install Now
- When installation is done please click Activate to activate plugin

Installing using FTP

Follow the steps bellow to install using FTP

- Unzip the provided .ZIP file to a desired location on your computer. These extracted files will be uploaded later via FTP

- Connect to your server via FTP (Use FileZilla or any other FTP client)
- Navigate to /wp-content/plugins/ server directory
- Locate the local directory where you have unzipped the archive
- Upload local folder to remote /wp-content/plugins/
- To activate the newly installed plugin navigate to Plugins and click the Activate button within the **WooCommerce Request a Quote Plugin - Ask for Quotation**

1.2 Plugin Updates

Update from WordPress Admin

Follow the steps bellow to update from WordPress Admin Dashboard

- Navigate to Plugins
- Find the currently installed **WooCommerce Request a Quote Plugin - Ask for Quotation** and click Deactivate
- After deactivation click Delete to remove the old version (your saved setting will not be lost)
- Click Install Plugins and click Add New
- Click the Upload Plugin button
- Navigate the new version archive .ZIP file on your computer and click Install Now
- When installation is done please click Activate to activate plugin

Update using FTP

Follow the steps bellow to update using FTP

- Unzip the new version archive .ZIP file to a desired location on your computer. These extracted files will be uploaded later via FTP
- Connect to your server via FTP (Use FileZilla or any other FTP client)
- Navigate to /wp-content/plugins/ server directory and delete the current plugin folder
- Locate the local directory where you have unzipped the new version archive .ZIP file
- Upload local folder to remote /wp-content/plugins/

2 User Guide

After installation of plugin, login to admin panel and flush your cache storage.

2.1 How to Create Zapper with the Plugin

At the backend go to **Add to Quote > Settings**. Here you will the following:

General

- **Add to Cart Text:** This will replace default text on button
- **Allow Guest:** Allow guest to submit quote without register/login
- **Information Text:** This will replace the price
- **Number of Days:** This will be used to calculate "Quote needed by" for users. Default is 10
- **Success Message:** This message will appear on Quote submission by client'

Add to Quote Settings

General

Mail

General

Add To Cart Text

Add To Quote

This will replace default text on button

Allow Guest

Yes ▼

Allow guest to submit quote without register/login

Information Text

ATQ

This will replace the price

Number of Days

8

This will be used to calculate "Quote needed by" for users. Default is 10

Success Message

your quote is successfully submitted.

This message will appear on Quote submission by client.

Save Changes

Mail

- **Sender Name:** Sender Name and Email, will be used with replying to individual customer query
- **Sender Email:** Sender Name and Email, will be used with replying to individual customer query
- **Subject**
- **Response Text**

Add to Quote Settings

General
Mail

Mail

Sender Name

Sender Name and Email, will be used when replying to individual customer query

Sender Email

Sender Name and Email, will be used when replying to individual customer query

Subject

Response Text

Hi,

We've received your quote. Will update you soon.

thanks,

Save Changes

2.2 How to View RFQs from Back Office

At the backend go to **Add to Quote > All Quotes**. Here you will the list with all the RFQs submitted by users. You can **Edit** or **Trash** the Quotes and change the status of each Quote as per your requirement.

WordPress 5.1.1 is available! [Please update now.](#)

Screen Options ▾

Quotes

All (28) | Pending (28)

Bulk Actions ▾

Apply

All dates ▾

Filter

28 items

«

<

1

of 2

>

»

Search Item

<input type="checkbox"/>	Name	Client Name	Needed By	Replied (times)
<input type="checkbox"/>	Wollie — Pending		April 24, 2019	
<input type="checkbox"/>	Anupam — Pending		April 8, 2019	
<input type="checkbox"/>	asdada — Pending	adada	April 3, 2019	
<input type="checkbox"/>	teszt — Pending	teszt	April 3, 2019	
<input type="checkbox"/>	Anand Kumar — Pending	Optumeit	February 23, 2019	